

## **Universal Loan Application and Checklist Instructions**

When you have completed your application and obtained the required checklist items, please provide to your Loan Administrator, **one three ring binder tabbed with number dividers that correspond with the appropriate Checklist number AND one copy of the entire binder contents , Application and Checklist on disk**. Please check off the documents you are submitting, for documents that are pending please put “TBS” (to be submitted).

Should you have subsequent due diligence to provide after you submit your application binder, please submit those items via email; if any of the documents are over 9 mega bytes please put them on disk and send to your Loan Administrator.

When emailing due diligence please put the name of the project and the document name in the subject line.

Should you have any questions regarding this process please contact your Loan Administrator.

09/16/08

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